

Checklist

A checklist can help your organisation to develop and maintain a Child-safe environment by:

- promoting discussion;
- identifying strengths and any remaining gaps that need action; and
- helping to set priorities.

The Checklist can be used whether you have already developed Child-safe policies or practices or are just starting out. The Checklist is not exhaustive: you will find that as you discuss it you may think of other areas for attention in your organisation.

Use this template to help develop a Child-safe environment in your organisation.

Getting Started	Yes	In progress	No
Do you have a documented risk management plan?			
Have you identified employee behaviours that are inappropriate with children <u>and</u> workplace factors that can affect the likelihood of such behaviour occurring?			
Do staff, volunteers and students have training on how to identify and respond to behaviour by staff that might be risky to children?			
Are staff, volunteers and students carefully selected and always screened?			
Do you know your obligations under the Working With Children Check?			
Are there opportunities for kids to contribute to your program development?			
Do staff, volunteers and students know how to run their activities in an inclusive way that will add to the self esteem of all participants?			
Have you identified barriers that prevent staff, volunteers and students on placement from raising concerns?			
If self employed, have you obtained a Certificate for Self Employed People?			

Checklist

Moving Forward	Yes	In progress	No
Do you have a documented Child-safe policy?			
Do you have documented rules for staff, volunteers and students that make it clear what is appropriate and inappropriate behaviour with children?			
Do you have a documented Child-safe code of conduct?			
Do you have clear procedures for raising concerns & complaints?			
Have issues concerning confidentiality been clarified?			
In NSW, do you know when to report an incident to the Department of Family and Community Services?			
Do you have a staff, volunteers and students induction process in your Child-safe procedures?			

Keeping It Going	Yes	In progress	No
Do all staff, volunteers and students understand the role they play in keeping children safe in your organisation?			
Do staff, volunteers and students know what to do if faced with an allegation or disclosure of child abuse?			
Do kids and/or parents involved in your program know how to report or raise a concern?			
Are kids able to provide feedback about their activities?			
Do you include a young person (of appropriate age) on interview panels?			
Does your organisation work to promote Child-safe policies and practices?			
Have you set a date for reviewing policy and procedures?			
Are stakeholders involved in developing and reviewing your risk management plan, policies and procedures?			